

and SSIS

- Minnesota Statutes, §256B.094, subd. 1, defines CW-TCM as:

Activities that coordinate social and other services designed to help a child under age 21 and the child's family gain access to needed social services, mental health services, habilitative services, educational services, health services, vocational services, recreational services, and related services including, but not limited to, volunteer services, advocacy, transportation, and legal services.

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CW-TCM Requirements for Social Workers

- A. Complete an eligibility screening/assessment for CW-TCM.
- B. Document a CW-TCM case finding or need for child welfare case management services.
- C. Complete a written service plan that identifies necessary services for the child and how the services will be provided and monitored.

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CW-TCM Requirements for Social Workers

- D. Inform Income Maintenance that CW-TCM is being provided to a specific child. (CW-TCM costs may be applied to a family's spenddown.)

Eligible contacts may now be submitted for reimbursement.

- E. Document each contact with the child, child's family member or other person relevant to the goals of the child's service plan.

CW-TCM Requirements for Social Workers

F. Contact notes must include the following:

- Date and location of contact
- Name of person contacted and relationship to the client. This information may be in the contact (family)/collateral list.
- Type of contact (face-to-face or telephone)
- Service provided – A contact that is eligible for reimbursement must document case management activity.
- Person making contact

CW-TCM Requirements for Social Workers

G. Complete a periodic review to ensure the continuing need for and quality of services.

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Documentation Requirements

- CW-TCM is provided to an individual MHCP recipient, therefore, the goals of the case plan must be specific to the child.
 - Medical Assistance is recipient-specific reimbursement.
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Eligibility Screening/Assessment for CW-TCM

The eligibility documentation consists of a written description of the child's family situation and a determination that the child meets one or more of the following conditions:

- A. At risk of placement or in placement; or
 - B. At risk of or experiencing maltreatment; or
 - C. In need of protection or services.
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CW-TCM Case Finding

- A written statement of the family circumstances that necessitate CW-TCM services.
- A more complete description of the circumstances that make the child eligible may be recorded in the chronology section of SSIS. This is an area where counties may create their own forms and add them to the drop-down list in “document category.”

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CW-TCM Written Service Plan

- Plans such as:
 - Out of Home Placement Plans
 - Family Service Plans
 - Child Protection Plans
 - Alternative Response Plansmay be used as the CW-TCM service plan, but must be identified as such and must address the case management activities that will take place for each individual child.

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CW-TCM Written Service Plan

- Plan that states how CW-TCM services will be provided to the child and
- Must contain:
 - necessary services (listing of services to be coordinated, arranged or facilitated)
 - the plan to obtain the services
 - how the agency will monitor/evaluate the services (contacts, schedule of reviews)

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Dual Case Management

If more than one agency provides CW-TCM, documentation must include:

- A rationale/reason for dual case management
- The roles of the case managers from each agency
- Documentation of coordination between case managers

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Contacts Eligible for Reimbursement

- A face-to-face contact with the client, primary caregiver, or person relevant to the development or implementation of the goals of the case plan
- A telephone contact when the child is placed 60 miles or more beyond county boundaries. Placement must be in excluded time facility or through the Interstate Compact.

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Periodic Review

- Review must contain the child's name, a brief summary of the services provided, evaluation of the services, and the need for continued services until the next review.
- A CW-TCM review is required at least annually and can be combined with other review as long as the CW-TCM portion is identified and an auditor can determine what part of the review pertains to each child.

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CW-TCM CLAIMS

- Claim for first date in month that an eligible contact occurs.
- Date of service claimed must correspond to CW-TCM documentation in the record, and
- Must describe case management activity.

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Minnesota Statutes

- § 256B.094
- § 256F.10
- § 260C.212, subd. 1 – at risk of out-of-home placement or in placement
- § 626.556, subd. 10e – at risk of maltreatment or experiencing maltreatment
- § 260C.007 – In need of protection or services

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Resources

- Bulletins:
 - 93-16L
 - 94-16C
 - 00-16-1
 - 00-16-3
- Provider Updates:
 - 96
 - 111
- MHCP Provider Manual, Chapter 30

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